

ADMINISTRATIVE - INTERNAL USE ONLY

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## Official Record Copy

Office of Personnel

OP MEMORANDUM NO. 20-60-35

26 March 1984

## OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Establishing the CEMLOC Record

REFERENCE:  Central Emergency and Locator Record System

1. The Central Emergency and Locator Record System (CEMLOC) is a centralized record keeping system which provides data for locating and contacting employees 24 hours a day. It is relied upon by the Offices of Security, Personnel, Communications and Finance and the Central Cover Staff as well as by an employee's office of assignment. To ensure the accuracy of the information retained in the system it is essential that employees update their locator cards whenever a change occurs which affects the information stored in the System. It is also important that a record of new employees be established in CEMLOC as soon as possible after their entrance on duty.

2. A recent review of the CEMLOC database revealed that certain new employee locator information was incomplete. As a result, new procedures are being instituted in the entrance on duty orientation and processing to ensure that CEMLOC records are established during the same time frame as appointment actions are processed. The procedures are:

a. The EOD Administrator in the Directorate of Employment will provide the CEMLOC Control Officer in OP/Transactions and Records Branch (TRB) with a copy of the Temporary Locator Form which the new employee will complete during EOD orientation. The EOD Administrator will also provide OP/TRB with a copy of the EOD Orientation List which contains assignment information.

b. The CEMLOC Control Officer in OP/TRB will initiate a Form 642, Central Emergency and Locator Record, on each new employee using the information provided by the EOD Administrator. This will establish a record in the CEMLOC database.

c. The Form 642 will then be forwarded to the new employee's Personnel Office with instructions for its completion and return to the CEMLOC Control Officer in OP/TRB.

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3. Component personnel officers are responsible for ensuring that the CEMLOC records of the employees in their jurisdiction are accurate and submitted on a timely basis.

4. Questions concerning CEMLOC procedures should be directed to the CEMLOC Control Officer in OP/TRB on extension [REDACTED]

[REDACTED]  
Robert W. Magee  
Director of Personnel

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